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Pattern of conferences

Pattern of conferences

Report of the Secretary-General

Summary

In its resolution 59/265, entitled "Pattern of conferences", the General Assembly addressed a number of requests to the Secretary-General for the presentation of reports on the utilization of conference-servicing resources and facilities, documentation and publication-related matters, translation and interpretation-related matters and information technology. In keeping with past practice, the Secretary-General is continuing to submit a single report instead of several separate reports.

* A/60/50 and Corr.1.

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I. Introduction

1. At its organizational session, on 23 March 2005, the Committee on Conferences adopted its agenda issued in document A/AC.172/2005/1. The Committee decided that the reporting on most items on its agenda would be included in two comprehensive reports, one on the reform of the Department for General Assembly and Conference Management and the other containing statistical and analytical information on various subjects under the agenda item entitled "Pattern of conferences". The present report is prepared in accordance with those guidelines, following the matters included under the item "Pattern of conferences". In order to streamline reporting further and to facilitate the consideration of all issues related to this agenda item, it is the intention to prepare for consideration at the sixty-first session of the General Assembly a single report that would also include matters concerning the reform of the Department.

II. Calendar of conferences and meetings

A. Adoption of the draft calendar of conferences and meetings for 2006-2007

2. The draft calendar of conferences and meetings for 2006-2007 will be issued as an annex to the report of the Committee on Conferences to the General Assembly.

B. Improved utilization of conference-servicing resources and facilities

1. Meeting statistics of United Nations organs and consultations with/letters to bodies concerning utilization of the conference services available to them

(a) Meeting statistics of United Nations organs

3. Annex I to the present document contains statistical data on the planned and actual utilization of conference resources allocated to a core sample of bodies that met in New York, Geneva, Vienna and Nairobi in 2004, compiled in accordance with the methodology adopted by the Committee on Conferences at its 348th meeting, on 18 May 1993. An explanation of column headings that appear in the annex is provided at the beginning of the annex. The data include compliance and availability indices for assessing compliance with the deadlines for the issuance of pre-session documentation and availability of such documentation for bodies based in New York, Geneva, Vienna and Nairobi.

4. The time utilized for informal meetings or consultations held before the start, after the adjournment or instead of the officially scheduled meetings, when utilizing the same services and with due notification given to the Secretariat, is not recorded as time lost.

Analysis of the statistics

5. A breakdown by body of the utilization statistics referred to below is contained in annex I. In compliance with the request of the General Assembly, statistics on reassignments of services to meetings both related and unrelated to the cancelling body are included.

6. In the past, credit for reassignment(s) in column E was given to a body regardless of whether the body to which the services were reassigned was related or not. Categories for determining utilization in 2004 are the same as before and the column (*) has been added to show only those reassignments that are related. The figures in column (**) indicate the utilization factor that would result if only related reassignments were to be counted. In the event that a cancelling body has no related bodies, "N/A" appears in that column. The argument for differentiating between the two types of reassignments is that, unlike the reassignment of services to a *related body* that can be a planned and organizationally necessary decision, the reassignment of services to an *unrelated body* is a conference management decision made by Conference Services, not by the body concerned. It is also dependent on other meeting requests and thereby external to the body making the cancellation.

7. The overall utilization factor for 2004 was 83 per cent. This figure is computed by totalling the data in the six columns for all bodies in the four duty stations and treating them as if they reflected a single body, as follows:

	Number of meetings										
Duty station	*A (programmed)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*	*F (minutes lost)*	*2002 UF*	*2003 UF*	*2004 UF*	**
New York	1 191	56	201	1 041	97	12	28 515	68	70	79	72
Geneva	548	11	13	546	0	0	6 680	87	89	91	91
Vienna	152	0	1	151	0	0	2 640	85	86	90	90
Nairobi	20	0	0	20	0	0	85	100	95	98	98
Total	**1 911**	**67**	**215**	**1 758**	**97**	**12**	**37 920**	**75**	**77**	**83**	**79**

* Related reassignments.

** Utilization factor, counting related reassignments only.

8. The overall utilization factor in 2004, 83 per cent, is six percentage points higher than in 2003 and eight percentage points higher than in 2002 and exceeds the benchmark for the first time since 2000. There has been a general increase in utilization in all the duty stations, with a significant (9 per cent) increase in New York. Both cancellations and time lost owing to late starting or early ending have been reduced markedly.

9. The utilization factors for the bodies in the sample for the period from 2002 to 2004 are presented below in tabular form for purposes of comparison:

Utilization factor (percentage)	*Number of sessions*		
	2002	*2003*	*2004*
0-19	1	1	0
20-29	0	0	1
30-39	1	0	0
40-49	3	0	1
50-59	4	9	1
60-69	8	6	4
70-79	14	13	16
80-100	39	41	47
Total	**70**	**70**	**70**

10. With regard to compliance with the benchmark, 67 per cent of the bodies in the sample showed a utilization factor of 80 per cent or higher in 2004, as compared with 59 per cent in 2003 and 56 per cent in 2002.

11. The following is a breakdown of the meeting ratios of the bodies in the sample for 2004:

Percentage	*Number of sessions*
10-19	—
20-29	—
30-39	0
40-49	0
50-59	4
60-69	2
70-79	3
80-89	11
90-100+	50
Total	**70**

12. Thus in 2004, 87 per cent of the bodies in the sample had meeting ratios of 80 per cent and above.

13. The following is a breakdown of the planning accuracy factors of the bodies in the sample for 2004:

Percentage	*Number of sessions*
0-39	1
40-49	1
50-59	4
60-69	5
70-79	5
80-89	12
90-100	42
Total	**70**

14. Thus, in 2004, 77 per cent of the bodies had planning accuracy factors of 80 per cent and above.

Conclusion

15. **There has been a steady increase in the past few years in the overall utilization factor and in the number of sessions with utilization over the benchmark, as well as an improvement in meeting ratios and planning accuracy. While longer periods of time will make it possible to carry out a more thorough analysis, the statistics indicate that closer involvement in the planning and actual programming of sessions and the conscientious efforts by secretariats and bureaux to utilize the allocated resources more efficiently contributed to the good results.**

(b) Consultations with/letters to bodies concerning utilization of the conference services available to them

16. In an effort to improve utilization of services in accordance with section II.A, paragraphs 2 and 3, of resolution 59/265, consultations are ongoing between conference management and the technical servicing secretariats of bodies that frequently underutilize services. These consultations focus on actual past utilization patterns, duration or number of meetings and allocated services. Adjustments in actual servicing, but not in entitlements, are considered and implemented with the consent of the body concerned. The Chairman of the Committee on Conferences, assisted by conference management and with the participation of the technical servicing secretariat, consulted chairpersons of bodies that consistently utilize their conference-servicing resources below the established benchmark figure in order to identify measures to improve utilization.

2. Provision of interpretation services to meetings of regional and other major groupings of Member States

17. Facilities and interpretation services are provided for meetings of regional and other major groupings of Member States upon ad hoc requests by those groups, in accordance with established practice. The requests are accommodated on an "as available" basis from existing resources not used by calendar bodies, mostly as a

result of the cancellation of meetings. In section II.A, paragraph 19, of its resolution 59/265, the General Assembly requested the Secretary-General to review the current established practice concerning the provision of interpretation services for meetings of regional and other major groupings of Member States at Headquarters and other duty stations, with a view to improving the provision of interpretation services to those meetings.

18. The statistical data in annex II to the present report and in the analysis below concern meetings of regional and other major groupings, including a breakdown by regional grouping in all duty stations.

Statistical data and analysis

19. With regard to New York, for the period 1 May 2004 to 30 April 2005, 100 per cent of the 865 requests for meetings without interpretation were granted. As to the provision of interpretation services, 164 of the 206 requests were granted, or a total of 80 per cent.

20. In Geneva, during the same period, 100 per cent of the 44 requests for meetings with interpretation and 100 per cent of the 398 requests for meetings without interpretation were granted. In Vienna, 100 per cent of the 394 requests for facilities were met. No request for interpretation services was made in Vienna. In Nairobi, 100 per cent of the 297 requests for meetings without interpretation were granted and 100 per cent of the 28 requests for provision of interpretation services were granted.

21. Annex II contains statistics for the four duty stations broken down by group. In order to present uniform reporting of statistical information, in addition to the period May 2004-April 2005 information on calendar year 2004 is presented in the annex. In future reports, statistics on a calendar year basis only will be presented to provide consistency with the budgetary and Integrated Monitoring and Documentation Information System reporting.

Review of current practice

Nairobi

22. At the planning stages, up to two months in advance, the meetings programme is reviewed with clients who identify regional groups that should be provided with interpretation. To accommodate room-only requests is not a problem. From the meetings programme, Conference Services can determine whether it would be possible to accommodate the requests from established capacity that is otherwise not used by calendar bodies. Since, typically, regional group meetings last no longer than 1.5 hours and use only two or three languages, some can be accommodated. Cancellations provide another means of enhancing the number of regional groups serviced with interpretation. However, if the client (the United Nations Environment Programme or the United Nations Human Settlements Programme) considers that the servicing of a particular regional group is imperative and if it cannot be accommodated in the foregoing way, it can request the services for its related regional group on a reimbursable basis. This is then paid for directly from the client's extrabudgetary resources, at no cost to Conference Services at the United Nations Office at Nairobi. This is possible because these clients can mobilize

extrabudgetary resources, e.g. by approaching donors directly to fund services for these regional groups.

Vienna

23. The practice has not changed compared to what was reported in document A/58/194. Given the relatively short duration of calendar sessions (the Commission on Narcotic Drugs, for example, met only five days), all regional groups want to meet at the same time to address urgent issues. With only one team of interpreters, Conference Services is not in a position to provide regional groups with interpretation. All bodies meeting in Vienna are aware of this constraint, so requests for interpretation are not normally made. Moreover, most of the meeting rooms in which regional groups meet do not have interpretation facilities.

24. With regard to possible improvements in terms of facilities, the new conference building, which is expected to be completed in spring 2008, would have some interpretation facilities in small meeting rooms, and it would also be possible to consider the installation of such facilities for the existing building, after its renovation, which should be completed in 2011. However, the limited availability of interpretation capacity would still affect the servicing of regional and other major groupings of Member States.

Geneva

25. In a number of cases, the regional groups of some of the main bodies that hold their sessions in Geneva, such as the Commission on Human Rights and the Economic and Social Council, meet from 9 a.m. to 10 a.m. without interpretation services. There is therefore no need to count on cancellations in order to reallocate interpretation resources to them.

26. In accordance with the practice of providing interpretation services to some of the regional and other major groupings of States and as soon as they or their focal points from the relevant substantive secretariats approach Conference Services (some of them two weeks before their meeting), Conference Services analyses the workload of calendar meetings and the possibility of providing interpretation services to them from within available resources. In this exercise, Conference Services may suggest other dates than those proposed by them and often an agreement is reached. This may sometimes make it possible to confirm the provision of services in advance.

New York

27. The practice of servicing meetings of regional and other major groupings of Member States has not changed significantly. However, one new element is the introduction of e-Meets and the submission of requests electronically halfway through the reporting period. Regional groups submit their requests electronically, they are processed in e-Meets and confirmation is provided by e-mail; the reporting on the statistics is also done through the system automatically. Meetings serviced and requests denied are now recorded objectively and so the often-raised question as to whether or not the recording of requests was done properly can be put to rest. While the percentage of requests met declined, this cannot be due to the more accurate recording by e-Meets, since the overall number of requests has also gone

down. Still, it can be stated that the new tool, e-Meets, provides a more convenient way of requesting facilities and services, which is an improvement in itself.

28. Another possibility for improvement is the guidelines given to committee secretaries that include the idea of bearing in mind or even incorporating the needs of regional groups in the organization of work of the body. Bodies that do not normally utilize all of their meeting time can plan ahead or, on an ad hoc basis, allocate the unused portion of a meeting or a session to their related regional groups. These would be counted as related reassignments of the interpretation services and credited against cancellations in the statistics of the body. Thus, the utilization of resources and the utilization statistics of the body concerned would both improve.

Conclusion

29. **In the reporting period 2004/05, there was a dramatic, 29 per cent increase in the number of meetings requested and held without interpretation. This is an indication of much increased demand by Member States for facilities in Geneva, Nairobi and Vienna, while New York continued to be the location with the highest volume. In view of the consistently high and intensive meeting schedules of calendar bodies that have to be serviced with the available confined resources and with increased productivity of language staff, it is likely that services for regional and other major groupings will remain scarce. The percentage of meetings held by regional and other major groupings that were provided with interpretation in the reporting period 2004/05 decreased in relative terms to 85 per cent from 90 per cent in the previous period and was 7 percentage points lower than in the period 2002/03. Moreover, in absolute terms, the total number of meetings provided with interpretation was 20 per cent lower than in 2003/04 but only 12 per cent less than in 2002/03.**

30. **The introduction of e-Meets for requesting conference facilities is an improvement in the quality of services provided to Member States. Improving the quantity of meetings that are provided with interpretation is another matter. The continuously high workload stemming from sessions of calendar bodies (official meetings) and the physical limitations of available conference rooms at some of the duty stations leave very little room to accommodate non-calendar (other) meetings. The meetings of regional and other major groupings are no exceptions. Barring the provision of dedicated funds for such meetings, flexibility on the part of Member States in moving meeting dates remains one key element for any improvement in this field. Another factor to enhance the availability of services could be the incorporation of the needs of regional and other major groupings into the organization of work of calendar bodies and "sharing" them in "related reassignments". This practice, which is promoted by meetings planners and followed by some bodies, corresponds well to the realities of many intergovernmental bodies.**

5. Improved utilization of conference facilities

(a) United Nations Office at Nairobi

31. In section II.A, paragraph 5, of its resolution 59/265, the General Assembly welcomed the efforts made to improve the utilization of the conference facilities at the United Nations Office at Nairobi (UNON) and, in paragraph 6, it reiterated its

request to the Secretary-General to continue to intensify the marketing efforts being made by UNON to attract more meetings to its facilities.

32. UNON has been very successful in attracting more meetings to its facilities in the past years, including such major meetings as the Landmine Summit and a meeting of the Security Council in November 2004. This increase in utilization was a result of intensified marketing efforts. First of all, through further streamlining, efficiency gains and increased client orientation, it was possible to reduce the charges for conference services. As the Division of Conference Services at UNON operates on a charge-back system whereby it is reimbursed for services provided to extrabudgetary clients, reduced charges were very much welcomed by the over 70 offices of United Nations funds, programmes and agencies that use UNON services in and from Nairobi. Secondly, the Division of Conference Services developed and widely distributed a service manual, brochures and a welcome booklet to inform its clients about its services. In addition, it developed a website to enhance further its visibility and service to its clients.

33. In close cooperation with the Department for General Assembly and Conference Management in New York, the Division of Conference Services made a successful bid to host the 2005 Inter-agency Meeting on Language Arrangements, Documentation and Publications (IAMLADP) in Nairobi, bringing all conference managers from the United Nations system and other major conference and meeting organizers from major international organizations to Nairobi to market UNON facilities and services further. The IAMLADP website provides another example of efforts to market Nairobi as a conference venue. In addition, the Division of Conference Services has intensified its efforts to become a major conference services provider in the region and is now providing a variety of services to the International Criminal Tribunal for Rwanda, in Arusha, the United Nations Operation in Burundi, in Bujumbura, and the Economic Commission for Africa (ECA) in Addis Ababa. Finally, in cooperation with other offices at UNON, the Division has developed a new look for UNON as a whole and helped prepare public relations materials, including a UNON profile and a "Welcome to Kenya" publication, to raise awareness about the services UNON offers to its clients. As a result of these efforts, the utilization rate at UNON increased by 28 per cent during the biennium 2003-2004 compared to the previous biennium.

(b) Conference centre at the Economic Commission for Africa

34. In section II.A, paragraphs 11 to 13, of its resolution 59/265, the General Assembly noted the improvements in and welcomed the efforts to increase the utilization of the conference centre at ECA, requested the Secretary-General to continue to explore all possible options to increase further the utilization of the conference centre and urged the Secretary-General to sustain the marketing campaign efforts. The Assembly also requested the Secretary-General to ensure that the conference centre establishes and develops linkages with other centres and bodies, introduces and utilizes an integrated conference management system and considers the implementation of other modern technology systems, as appropriate, for a more efficient delivery of services.

35. A notable increase in the level of activities at the conference centre has been recorded in the last two years, with about 500 events hosted in 2004 as compared to

446 events in 2003 and more than 90,000 delegates/days registered in 2004 as against 81,898 delegates/days in 2003.

36. In 2003, ECA introduced a Conference Integrated System in the management of its conferences, which is now being enhanced in an effort for more efficient delivery of conference services. In the same vein and in view of identifying best practices as applied in similar conference centres within the United Nations system, a fact-finding mission was conducted by two ECA conference staff members to the Division of Conference Services at UNON in November 2004, following which important proposals were considered to improve the organizational structure and operations of the conference centre in Addis Ababa.

37. However, owing to security considerations and as stated in the Headquarters Minimum Operating Security Standards, new directives on tighter access control of third parties were issued as well as restrictions on the utilization of United Nations premises for commercial activities. The strict implementation of such directives has compelled ECA to restrict the utilization of its conference centre to organizations of the United Nations family, foreign representations accredited in Addis Ababa, the African Union, recognized international non-governmental organizations and the Government of Ethiopia.

C. Requests to meet during the regular session of the General Assembly (exceptions to section I, paragraph 7, of General Assembly resolution 40/243)

38. In section I, paragraph 7, of its resolution 40/243 of 18 December 1985, the General Assembly decided that no subsidiary organ of the Assembly may meet at United Nations Headquarters during a regular session of the Assembly unless explicitly authorized by the Assembly.

39. Every year, a number of requests for exceptions to that rule are received. In accordance with established practice, the requests are first submitted to the Committee on Conferences, which then makes a recommendation to the Assembly.

40. Annex III to the present report contains the requests received to date from subsidiary organs of the General Assembly to meet at Headquarters during the sixtieth session of the Assembly, as well as the relevant statistical information. Requests received after the submission of the present report will be issued in an addendum.

III. Documentation and publication-related matters

A. Submission, availability and distribution of documentation

41. Concerning the distribution of documentation, in section III, paragraph 10, of its resolution 58/250, the General Assembly urged the Secretary-General to provide Member States promptly with the outcome of the consultations with universities, depository libraries and other institutions. In section III, paragraph 5, of its resolution 59/265, the Assembly urged the Secretary-General to continue the consultations referred to in this context with a view to considering the possible broadening of the electronic distribution of documentation while maintaining the

distribution of printed copies, as required, and to report on the matter to the Assembly through the Committee on Conferences.

42. Consultations with universities, depository libraries and other institutions conducted by the Dag Hammarskjöld Library in the form of surveys in late 2004 show a continuing hesitancy on their part to abandon, either partially or at all, the receipt by them of printed documentation. Many of these institutions cite limitations in their technological capacity to provide documentation online to customers, although a few clients are beginning to move to electronic documentation either in part or completely through online access. It is expected that this trend will continue, although the timing of the changeover from printed copy to electronic documentation appears to be occurring gradually rather than at an accelerated pace.

B. Compliance with page limits

43. In section III, paragraph 4, of its resolution 59/265, the General Assembly noted that the rate of compliance with the page limits remains only partial (see A/59/159, paras. 36-46) and that reports not originating in the Secretariat comprise the bulk of the documents issued, and requested the Secretary-General to encourage compliance with drafting guidelines as set out in paragraph 15 of its resolution 53/208 B, to the extent possible, for such documents and to report on the matter to the Assembly through the Committee on Conferences.

44. In 2004, the Department for General Assembly and Conference Management began to implement rules and guidelines more systematically on control and limitation of documentation. For documents originating in the Secretariat, over-the-limit submissions must be accompanied by a waiver request addressed to the Under-Secretary-General or Assistant Secretary-General for General Assembly and Conference Management for review and approval. For reports not originating in the Secretariat, such as those of intergovernmental bodies, an indicative guideline of a 10,700-word limit applies. The technical secretariats that assist in drafting such reports are urged and guided by Conference Services to provide strong support in order to follow the guideline. These secretariats can be held accountable for providing professional assistance to their bodies, including the observance of the page limit.

45. The Department for General Assembly and Conference Management has set up a database for monitoring decisions on policy issues as well as individual cases on control and limitation of documentation. The Department is also exploring ways to enhance the drafting skills of staff members who are involved in preparing reports, in order to produce higher quality and more concise documents. In order to facilitate consistency and standards in the drafting of reports and to have a common basic understanding among secretariats, document A/58/CRP.7 was issued. In New York, editors have made presentations in drafting courses organized by the Language and Communications Programme of the Office of Human Resources Management. The United Nations Office at Vienna (UNOV) has offered four custom-made courses for staff members in Vienna involved in drafting reports, two in November 2004 and the others in April and May 2005. Some 60 staff members from UNOV, the United Nations Office on Drugs and Crime and the United Nations Industrial Development Organization have followed the courses. It is planned to conduct such courses at other duty stations based on the experience gained so far.

46. Notwithstanding the foregoing efforts of the Secretariat to enhance compliance with the drafting guidelines, some decisions of intergovernmental bodies and the corresponding requests for reporting may run counter to limiting the length of certain documents. While special circumstances may warrant reports that exceed the limit, the waiver system instituted by the Department for General Assembly and Conference Management should cover such cases and no blanket exemptions should be given to intergovernmental bodies in this respect.

C. Simultaneous distribution of documents

47. In section III, paragraph 7, of its resolution 59/265, the General Assembly requested the Secretary-General to ensure that the rules concerning the simultaneous distribution of documents in all official languages are followed with respect to both the distribution of printed copies and the posting of parliamentary documentation on the Official Document System and the United Nations website, in keeping with section III, paragraph 5, of resolution 55/222. The Department of Public Information, as the administrator of the United Nations website, has consistently ensured that all parliamentary documents posted on the site are in keeping with the rules pertaining to simultaneous distribution in all official languages. This is accomplished by linking parliamentary documentation directly to the Official Document System, where documents are released only when issued in all official languages.

D. Summary records

48. In the context of the delivery of summary records, the Secretariat proposed several approaches for consideration by Member States in the Committee on Conferences at its substantive session of 2004 and in the reform document submitted to the General Assembly at its fifty-ninth session (A/59/172). The Assembly, in its resolution 59/265, requested the Secretary-General to elaborate on the options and to present their practical and financial implications to the Assembly at its sixtieth session through the Committee on Conferences. The Assembly also requested the Secretary-General to pursue the delivery of summary records in a more efficient and cost-effective manner in full consultation with all relevant intergovernmental bodies. Following are the recent developments regarding the options.

1. Reducing the number of bodies entitled to summary records

49. The Department for General Assembly and Conference Management has tried to encourage the various bodies entitled to summary records under their terms of reference to indicate if they were willing to review their entitlements. The response from the various bodies contacted on the subject, however, has not been encouraging. Further efforts are being made in this regard.

2. Concentrating précis-writing in the English Translation Service

50. Reproduction and distribution costs of summary records are comparatively low. They account for less than one tenth of the combined cost of translation, revision and text-processing. If the aim is to achieve economies, cuts should

probably be made elsewhere. The main cost driver of the process is translation (including revision) because of the multiplier effect resulting from translation into five languages.

51. Bearing in mind the foregoing, the Department for General Assembly and Conference Management designed a pilot project for implementation in 2005 aimed at concentrating précis-writing in the English Translation Service. Précis-writing follows a relatively predictable pattern from one year to the next. The English Translation Service has traditionally borne most of the précis-writing workload during the first eight months of the year. During the main part of the General Assembly sessions, the workload has been shared by the four translation services, with the English Service covering the largest number of meetings (around 60 per cent).

52. Under the pilot project, précis-writing has been concentrated in the English Service for the whole of 2005. For that purpose, the capacity of the English Translation Service will be strengthened through the use of temporary assistance and the number of meetings to be provided with summary record services will be capped at six per day in October and November and five per day in September and December.

53. The concentration of précis-writing in the English Service is expected to allow précis-writing time to be shortened owing to the expertise of the English Translation Service. The records are also expected to be shorter as a result, which would promote efficiency and expedite the processing of summary records by the other language services, as requested by the General Assembly.

54. An added advantage of the approach will be better planning of the translation capacity in the other services previously involved in précis-writing during General Assembly sessions. A lessons-learned exercise is scheduled for January 2006. The results of the pilot project will be reported to the Assembly at its resumed sixtieth session.

3. Shortening of summary records

55. In an effort to streamline the processing of summary records, the Department for General Assembly and Conference Management has reiterated the importance of conciseness. Refresher courses on précis-writing have been conducted by experienced revisers. A reduction in the size of original summary records has a multiplier effect, as the amount of time needed for the translation stage is cut in all the other languages into which the original summary record is translated. Concentration of précis-writing in the English Translation Service as described above will contribute to achieving this purpose.

4. Replacing hard copies with digital recordings or electronic versions

56. Member States have given mixed reviews to digital recordings as a substitute for summary records. As a result, this option has not been explored further. As for the Department for General Assembly and Conference Management making available on the Official Document System electronic versions of summary records instead of hard copies, Member States may wish to examine this issue again at the sixtieth session of the General Assembly.

5. Setting a time frame for publication of summary records

57. At its fifty-ninth session, the General Assembly requested the Secretary-General to examine the option of setting a time frame for the publication of summary records, to study the related practical and financial implications and to present a pilot project to the Assembly at its sixtieth session.

58. In compliance with the request of the General Assembly, the Department for General Assembly and Conference Management conducted a pilot project aimed at translating the summary records of the main part of the Assembly's fifty-ninth session during the first quarter of 2005 (January through March), with a deadline of 31 March for the simultaneous issuance of all records in all languages.

59. The project was successfully completed within the established deadline. A total of 187 summary records were issued in all six official languages. On the basis of the outcome of the pilot project outlined in the preceding paragraphs, the General Assembly may wish to give instruction on the course to follow in the future.

E. Workload standards

60. Since the main part of the fifty-ninth session of the General Assembly, a departmental task force continued its review of workload standards on the basis of instructions from the Assembly in its resolutions 56/242, 57/283 B, 58/250 and 59/265 and developed preliminary proposals for alternative approaches to performance measurement more in keeping with the Assembly's requirements for more meaningful modern management information.

61. In seeking to establish the impact of information technology on the performance of conference-servicing staff, the task force found that the chief benefits of information technology use were enhanced consistency and accuracy of translation and interpretation (owing to the basically intellectual nature of the core functions involved, which are neither amenable to complete automation nor significantly speeded up by the use of computer applications in the existing workflow environment). The use of information technology in editing, translation and interpretation involves applications tools and working methods that are not paralleled elsewhere in the Secretariat. In essence, this accounts for the higher outlays for information technology in the Department for General Assembly and Conference Management than in other parts of the Secretariat: computer-assisted translation systems are expensive and editors and translators have more expensive hardware requirements owing to the need to run multiple applications simultaneously. Information technology applications in these areas afford speedy access to extensive databases and documentary corpora. But while searching for and retrieving needed reference and terminology materials has been speeded up, more powerful search capabilities yield a greater quantity of references, which must still be sifted through by editors or translators to determine what is relevant and authoritative. Productivity gains achieved in one area have been offset by certain changes in working methods, such as keyboarding of drafts by translators. In the circumstances, the task force found no justification for any upward revisions of the existing workload standards at the current stage.

62. The task force recalled that the workload standards had been developed decades before the culture of results-based budgeting was instituted for the

Secretariat as a whole and suggested that such workload standards provided only a partial picture of the contribution of staff to the achievement of expected outcomes. In the light of the foregoing, the task force concluded that the existing workload standards should be supplemented by an array of management data along the lines of the "balanced scorecard" widely used in both public and private institutions so as to provide a broader picture of the Department's performance from a full-system perspective.

IV. Translation and interpretation-related matters

A. Language services posts

Vacancy situation

63. In section II.A, paragraph 10, of its resolution 59/265, the General Assembly expressed deep concern over the remaining vacancies in the interpretation and translation services, in particular at UNOV, noted the efforts of the Secretary-General to fill the vacancies and requested the Secretary-General to continue to report thereon to the Assembly through the Committee on Conferences.

64. At Headquarters, a demographic transition in the translation services continues to result in a high vacancy rate. A large number of retirements and the resulting influx of new staff are placing a heavy burden on the training capacity and are bound to have an impact on overall productivity. The situation is somewhat more stable in Geneva and Vienna. A competitive examination for Arabic translators was scheduled for June 2005 and examinations for Russian translators, interpreters, verbatim reporters and editors were scheduled for September 2005. An examination for English-language editors and translators will be held in early 2006.

65. In compliance with the request of the General Assembly, efforts have been made to fill the vacancies in the translation and interpretation services in UNON. A competitive examination for Arabic interpreters was held in July 2004. Regrettably, persistent efforts to recruit candidates from that roster have not been successful. Intensive efforts continue to identify Arabic interpreters for Nairobi. The competitive examination for Chinese interpreters was held in February 2005; the roster is expected to be finalized by September 2005 and a candidate will be identified for Nairobi. There are no vacancies in the English and Russian interpretation sections. Efforts are being made to recruit one French interpreter with the right language combination. The recruitment of one Spanish interpreter is currently under way through a lateral transfer from Geneva. Recruitment for the seven vacant Translator posts in UNON is in progress: the vacant Arabic Translator post as well as one French Translator post are expected to be filled soon through lateral transfers from New York; one English, one French and two Spanish posts have been advertised in Galaxy; one Russian Translator post is expected to be filled soon through a lateral transfer from Geneva.

66. Filling vacant posts, in particular extrabudgetary posts in Nairobi, especially for language staff that have the option to apply for vacant regular budget posts in Geneva, New York and Vienna as well, continues to be difficult despite intensified efforts to do so. Notwithstanding the difficulties, in cooperation with all duty

stations and as a result of the foregoing efforts, the vacancy rate in Nairobi could be lowered in the near future.

B. Informational meetings

67. In section IV, paragraph 2, of its resolution 59/265, the General Assembly noted with appreciation the continued practice of holding informational meetings with Member States to consult with them on the improvement of the language services and the intention to establish additional channels for communication on the terminology used and the quality of services rendered and requested the Secretary-General to organize informational meetings twice a year and in a more appropriate setting, with interpretation provided on an as-available basis. In compliance with this request, the Department for General Assembly and Conference Management organized informational meetings in February 2005 to brief Member States on the terminology used and to consult with them on the improvement of the language services and, as requested in resolution 59/265, will do so a second time in September 2005. This year marks the fourth year that such informational meetings have been held for each of the six official languages.

68. Both Member States and the language units of the Department for General Assembly and Conference Management have found the opportunity to exchange views to be most constructive and useful in improving language services. These meetings, now held twice annually, constitute a valuable feedback mechanism for the language units, providing the latter with an additional means of gauging the level of user satisfaction with their performance. However, despite the measures taken by the Department, attendance at the meetings for some languages was once again disappointingly low. The Department will continue to provide advance notice to all permanent missions before the event in the form of a note verbale and will experiment with holding the meetings in a different time slot with the aim of encouraging wider participation by Member States.

C. Rates of self-revision

69. In section IV, paragraphs 5 and 6, of its resolution 59/265, the General Assembly expressed deep concern over the high level of self-revision, requested the Secretary-General to present a comprehensive report on the matter to the Assembly at its sixtieth session through the Committee on Conferences and reiterated its request to the Secretary-General, in updating the workload standards, to address the question of the appropriate level of self-revision that is consistent with quality in all official languages and to report thereon to the Assembly at its sixtieth session.

70. At the fifty-ninth session of the General Assembly, information on self-revision rates for all four duty stations was provided for the first time to Member States in the spirit of global management. The information showed that for 2002, 2003 and 2004, self-revision rates for Geneva and Vienna were within the target percentage (45 per cent) approved by the Assembly. The self-revision rate for Headquarters had improved slightly each year but still exceeded the target rate. The rate for UNON exceeded the target rate.

71. This situation is attributable to two main factors. The first is the fact that the translation workload at Headquarters and UNON differs in nature from that at other

duty stations. The second problem is structural, having to do with the ratio of revisers and self-revisers (P-4s and P-5s) to junior translation staff (P-3s). If the translation services are to be able to adhere to the 45 per cent target (ceiling) for self-revision, the ratio would have to be on the order of 1.16:1. However, when the self-revision target was set in the early 1980s, the ratio stood at 1:1.41. When the staffing tables were adjusted in the biennium 1982-1983 to reflect the introduction of self-revision, the ratio shifted to 1.46:1. The passage of time, retrenchment and other economy measures have altered that ratio even further. It now stands at 1.55:1. Despite the difficulties it faces in this respect, the Department for General Assembly and Conference Management will continue to make efforts to bring the rate of self-revision closer to the target rate.

V. Information technology

72. In section IV, paragraph 4, of its resolution 59/265, the General Assembly reiterated the request that the Secretary-General continue the efforts to explore the use of new technologies, such as computer-assisted translation, remote and off-site translation and speech recognition, in the six official languages so as to enhance further the quality and productivity of conference services, and to keep the Assembly informed of the introduction of any other new technology.

73. Training efforts for the use of various information technology tools have been intensified in the past year. As of May 2005, with very few exceptions, all translators and revisers have mastered one major text-inputting method (voice recognition, keyboarding or digital dictation recording (DDR)) and are able to enter into e-flow. With electronic referencing (e-Folder) covering 50 per cent of the documents by June and e-Doc becoming operational, e-flow will be further advanced in document processing. The computer-assisted translation (CAT) project will reach full operational status in 2005 following the training of an additional 35 users. While the use of CAT should in time lead to more efficient handling of the roughly 30 per cent of the translation workload that consists of highly repetitive texts, it will definitely entail additional work for the creation, maintenance and quality control of translation memories. A pilot project in the use of off-site temporary assistance for translation began in February 2005, which utilized improved electronic communications and a gradual expansion of the project is expected in 2005. The major difficulty in achieving total text-based e-flow at the current stage has been the lack of suitable software for on-screen editing in a United Nations context. The Editorial Control Section will be embarking shortly on a pilot study of promising software and other electronic applications that could enhance the editing process. Lessons learned from this pilot will be used to determine proposals for future information technology solutions for on-screen editing.

74. In section V, paragraphs 2 and 3, of its resolution 59/265, the General Assembly welcomed efforts undertaken by the Secretary-General at UNON to include the Office in sharing of standards, good practices and technological achievements with the other United Nations Offices, consistent with its operational requirements, and requested the Secretary-General to intensify the efforts to strengthen the information technology capacity at UNON, to redeploy existing resources, as appropriate, to meet emerging priorities and to revert to this issue, as appropriate, in the context of the regular budget for the period 2006/07. Within the available resources, it has proven to be difficult to strengthen the existing capacity

in the Division of Conference Services at UNON. In compliance with the foregoing request, it is therefore proposed to create in the regular budget for 2006/07 a P-3 position within the Division to handle the conference management-specific information technology issues, such as computer-assisted translation tools, the electronic meeting planning system, the electronic interpreters' assignment programmes, the integrated documents control and performance management system, the electronic printing planning and monitoring systems, the electronic registration systems and the official documentation system.

Annex I

Meeting statistics of a core sample of United Nations bodies

A Number of meetings programmed by a given organ at a scheduled session;

B Number of additional meetings held during the session;

C Number of meetings cancelled during the session;

D Number of meetings actually held;

E Total number of reassignments;

F Amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes, e.g. 5.25 = 5 hours and 25 minutes);

MR Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);

PAF Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);

UF Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - (F/3)}{(A+B)} = UF$$

In the foregoing calculation, the number of minutes/hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of reassignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held.

Note: In the calculation of UF, in order to better reflect the utilization of time, instead of the number of meetings, the total duration of meetings in minutes is counted under A, B, C, D, E and F;

CI Compliance index, calculated first as the percentage of pre-session documentation issued in accordance with the six-week rule and again as the percentage of documentation issued four weeks before the start of the session;

AI Availability index, calculated as the actual rate of delivery presented on a week-by-week basis;

* Number of related reassignments;

** Utilization factor that would result if only related reassignments were credited.

A. New York

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee for Programme and Coordination, organizational session																				
1 June 2004	2	0	1	1	1	N/A	0.15/0.00	50	50	96	N/A	15	14	57	29	14	29	14	0	0
5 May 2003	1	0	0	1	0	N/A	0.15/2.15	100	100	17	N/A	150	15	31	8	8	38	15	0	15
13 May 2002	1	0	0	1	0	N/A	0.10/1.50	100	100	33	N/A	120	0	0	0	0	0	14	0	86
Committee on Conferences																				
7, 8 and 10 September 2004	8	0	0	8	0	N/A	1.40/0.00	100	100	93	N/A	100	50	100	0	50	0	0	0	0
8, 10 and 12 September 2003	10	0	2	8	2	N/A	1.50/1.20	80	80	89	N/A	190	0	33	33	0	0	33	33	0
9, 11 and 13 September 2002	6	0	0	6	0	N/A	1.20/1.20	100	100	85	N/A	160	13	26	13	0	38	0	13	13
Human Rights Committee																				
eightieth session, 15 March-2 April 2004 (New York)	30	2	1	31	0	N/A	4.20/2.05	103	90	90	N/A	385								
seventy-seventh session, 17 March-4 April 2003 (Geneva)	30	0	1	29	0	N/A	3.05/3.15	97	97	90	N/A	380	36	50	9	5	5	14	14	14
seventy-fourth session, 8 March-5 April 2002 (New York)	28	0	1	27	0	N/A	8.20/3.05	96	96	83	N/A	685								
General Assembly, Fifth Committee																				
fifty-ninth session, 2004	113	22	12	123	10	10	28.30/9.00	109	70	89	89	2 250	24	30	2	4	2	7	12	49
fifty-eighth session, 2003	109	0	14	95	10	10	28.30/9.00	87	87	85	85	2 250	NA							
fifty-seventh session, 2002	117	1	22	96	8		3.25/7.30	82	80	85		655	NA							

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Commission on Sustainable Development																				
twelfth session, 19-30 April 2004	29	0	1	28	0	N/A	5.15/0.55	97	97	89	N/A	370	25	75	33	17	17	0	0	8
eleventh session, 28 April-9 May 2003	28	7	6	29	1	N/A	9.45/20.00	104	54	57	N/A	1 785	0	40	40	0	0	0	20	40
tenth session, 25 March-5 April 2002	40	0	5	35	4	N/A	14.35/13.05	88	88	74	N/A	1 660	0	0	0	0	6	6	0	11
Committee for Programme and Coordination																				
forty-fourth session, 7 June-2 July 2004	40	2	4	38	3	N/A	8.05/2.30	95	85	89	N/A	635	8	21	5	8	14	32	11	22
forty-third session, 9 June-3 July 2003	37	8	3	42	1	N/A	5.50/2.25	114	70	89	N/A	495	8	16	3	5	13	21	28	21
forty-second session, 10 June-5 July 2002	37	0	0	37	0	N/A	9.10/4.45	100	100	87	N/A	835	6	34	6	22	33	8	6	8
Economic and Social Council, organizational session																				
3-6 February 2004	1	1	0	2	0	0	0.15/0.30	200	0	88	88	45	0	0	0	0	40	0	0	60
28-31 January 2003	8	0	5	3	3	3	0.30/3.20	38	38	59	59	230	0	0	0	0	0	10	30	30
12-15 February 2002	8	0	4	4	3	0	0.50/2.15	50	50	75	75	185	0	10	0	10	40	10	30	0
UNCITRAL Working Group on Electronic Commerce																				
forty-third session, 15-19 March 2004 (New York)	10	0	0	10	0	N/A	2.30/1.25	100	100	87	N/A	235	50	100	50	0	0	0	0	0
forty-second session, 17-21 November 2003 (Vienna)	10	0	0	10	0	N/A	2.00/3.35	100	100	81	N/A	335	22	55	0	33	0	41	4	0
forty-first session, 5-9 May 2003 (New York)	10	0	0	10	0	N/A	2.45/.1.35	100	100	86•	N/A	260	21	64	22	21	0	14	22	0

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
fortieth session, 14-18 October 2002 (Vienna)	10	0	0	10	0	N/A	1.20/0.50	100	100	93	N/A	130	15	32	17	0	0	17	0	16
thirty-ninth session, 11-15 March 2002 (New York)	10	0	0	10	0	N/A	0.40/2.50	100	100	88	N/A	210	0	0	0	0	0	0	0	100
UNICEF, Executive Board, annual session																				
7-11 June 2004	10	0	1	9	0	N/A	0.15/0.50	90	90	86	N/A	65	25	68	36	21	11	4	3	0
2-6 June 2003	8	0	0	8	0	N/A	1.15/1.30	100	100	89	N/A	165	8	33	4	21	38	13	8	4
3-7 June 2002	10	0	0	10	0	N/A	5.25/0.10	100	100	81	N/A	335	18	27	9	0	18	9	27	9
Commission on the Status of Women																				
forty-eighth session, 1-12 March 2004	20	7	0	27	0	N/A	6.30/5.00	135	65	86	N/A	690	9	41	27	5	23	9	9	18
forty-seventh session, 3-14 March 2003	20	0	0	20	0	N/A	6.40/4.20	100	100	82	N/A	660	7	31	12	12	45	7	5	12
forty-sixth session, 4-15 March 2002	21	0	0	21	0	N/A	9.40/4.25	100	100	78	N/A	845	0	15	4	11	33	19	4	30
UNDP/UNFPA, Executive Board, second regular session																				
20-24 September 2004	10	0	0	10	0	N/A	2.10/2.15	100	100	85	N/A	265	4	25	21	0	4	4	29	38
8-12 September 2003	10	0	0	10	0	N/A	3.55/9.40	100	100	55	N/A	815	13	40	20	7	7	20	13	20
23-27 September 2002	10	0	0	10	0	N/A	3.35/5.00	100	100	71	N/A	515	2	8	4	2	2	2	6	59
UNCITRAL																				
thirty-seventh session, 14-25 June 2004 (New York)	18	0	0	18	0	N/A	5.20/3.25	100	100	84	N/A	525	26	60	23	11	11	8	8	4
thirty-sixth session, 30 June-11 July 2003 (Vienna)	18	0	0	18	0	N/A	2.40/3.50	100	100	88	N/A	390	48	74	7	19	11	4	7	0

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 8wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
thirty-fifth session, 17-28 June 2002 (New York)	20	0	1	19	1	N/A	5.05/2.35	95	95	87	N/A	460	25	50	6	19	1	12	0	31
Committee on Non-Governmental Organizations																				
10-28 May 2004	30	0	0	30	0	N/A	13.15/2.25	100	100	83	N/A	940	5	20	5	10	10	0	5	65
5-23 May and 15-19 December 2003	40	0	2	38	1	N/A	24.10/7.20	95	95	71	N/A	1 890	0	0	0	0	0	5	11	16
13-24 and 29-30 May 2002	24	0	0	24	0	N/A	12.30/2.25	100	100	79	N/A	895	0	0	0	0	8	23	46	15
Advisory Committee on Administrative and Budgetary Questions																				
3 February-26 March 2004	76	0	9	67	4	N/A	6.45/19.45	88	88	82	N/A	1 590	N/A							
4 February-28 March 2003	73	0	14	59	5	N/A	6.25/58.40	81	81	58	N/A	3 905	N/A							
5 February-28 March 2002	81	0	11	70	4	N/A	7.00/60.50	86	86	63	N/A	4 070	N/A							
Committee on Contributions																				
sixty-fourth session, 7-25 June 2004	21	0	3	18	1	N/A	3.05/3.25	86	86	80	N/A	390	55	77	0	22	11	11	0	0
sixty-third session, 2-27 June 2003	30	0	4	26	3	N/A	6.00/9.15	87	87	80	N/A	915	0	0	0	0	0	0	100	0
sixty-second session, 3-21 June 2002	22	0	2	20	0	N/A	5.45/4.10	91	91	76	N/A	595	9	14	0	5	0	5	18	45
Advisory Committee on Administrative and Budgetary Questions																				
7 September-24 December 2004	141	0	28	113	13	N/A	10.25/33.50	80	80	80	N/A	2 655	N/A							
2 September-19 December 2003	151	0	73	78	30	N/A	7.05/69.45	52	52	55	N/A	4 610	N/A							
3 September-20 December 2002	180	0	69	111	20	N/A	8.45/111.50	62	62	N/A		7 235	N/A							

	A	B	C	D	E	*	F	MR	PAT	UP	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Statistical Commission																				
thirty-fifth session, 2-5 March 2004	6	2	1	7	0	N/A	1.55/0.05	117	50	79	N/A	120	78	90	12	0	6	0	3	0
thirty-fourth session, 4-7 March 2003	8	0	2	6	1	N/A	0.45/1.30	75	75	78	N/A	135	54	89	14	21	0	0	0	11
thirty-third session, 5-8 March 2002	6	1	0	7	0	N/A	1.15/1.20	117	83	88	N/A	155	28	41	0	13	6	22	6	25
Economic and Social Council, substantive session																				
28 June-23 July 2004 (New York)	42	1	1	37	1	1	11.25/16.45	88	95	78	78	1 690	23	37	4	10	3	7	6	30
30 June-25 July 2003 (Geneva)	48	6	1	53	0		8.25/18.35	110	85	81		1 620	0	0	0	0	100	0	0	0
1-26 July 2002	78	1	35	44	13		15.00/28.20	56	54	54		2 600	4	10	0	6	6	6	20	14
UNCITRAL — Working Group on Arbitration																				
fortieth session, 23-27 February 2004 (New York)	10	0	0	10	0	N/A	3.10/3.30	100	100	78	N/A	400	21	22	0	0	0	0	0	78
thirty-ninth session, 10-14 November 2003	10	0	0	10	0	N/A	2.10/1.30	100	100	88	N/A	220	50	50	0	0	0	0	0	50
thirty-sixth session, 4-8 March 2002 (New York)	10	0	0	10	0	N/A	2.20/1.10	100	100	88	N/A	210	0	0	0	0	0	0	0	100
General Assembly, Special Political and Decolonization Committee (Fourth Committee)																				
fifty-ninth session, 2004	27	0	3	24	1	N/A	6.00/6.05	89	89	78	N/A	725	47	58	0	11	11	10	5	16
fifty-eighth session, 2003	27	4	4	27	4	N/A	6.10/12.45	100	70	80	N/A	1 135	N/A							
fifty-seventh session, 2002	34	2	13	23	5	N/A	2.10/13.45	68	56	63	N/A	955	N/A							

	A	B	C	D	E	*	F	MR	PAT	UT	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
General Assembly, Sixth Committee																				
fifty-ninth session, 2004	38	1	6	33	4	N/A	7.15/12.20	87	82	78	N/A	1 155	53	65	6	6	0	6	6	23
fifty-eighth session, 2003	48	4	9	43	4	N/A	8.50/17.20	90	73	74	N/A	1 570	N/A							
fifty-seventh session, 2002	46	2	7	41	5	N/A	5.10/11.50	89	80	84	N/A	1 020	N/A							
Advisory Committee on Administrative and Budgetary Questions																				
4-28 May 2004	38	0	11	27	7	N/A	2.30/10.45	71	71	78	N/A	795	N/A							
6 May-18 July 2003	103	0	18	85	3	N/A	8.25/45.15	83	83	68	N/A	3 220	N/A							
7-24 May 2002	27	0	7	20	4	N/A	2.10/24.10	74	74	56	N/A	1 580	N/A							
General Assembly																				
fifty-ninth session, plenary 2004	119	0	39	80	24	0	15.15/25.55	67	67	76	56	2 470	35	51	8	8	4	4	6	35
fifty-eighth session, plenary 2003	139	5	57	87	23	4	12.55/20.40	63	55	69	55	2 015								
fifty-seventh session, plenary 2002	102	14	35	81	15		11.55/23.25	79	52	73		2 120								
General Assembly, Fifth Committee																				
resumed fifty-eighth session, 10 March-2 April 2004	36	3	5	34	1	0	7.45/9.05	94	78	75	73	1 010	0	0	0	0	23	0	8	69
3-28 May 2004	38	9	3	44	2	0	8.00/2.10	116	68	91	86	610	65	71	2	4	2	8	0	18
resumed fifty-seventh session, 3-28 March 2003	40	0	7	33	7	4	12.10/6.25	83	83	85	77	1 115	26	26	0	0	0	16	26	32
5-30 May 2003	38	0	4	34	4	2	8.05/4.20	89	89	89	84	745	18	26	2	6	0	16	18	20
resumed fifty-sixth session, 4-15 March 2002	20	2	0	22	0		8.45/3.10	110	90	82		715	86	87	0	1	0	1	0	6
13-31 May 2002	27	0	0	27	0		9.15/8.05	100	100	79		1 040	32	40	0	8	19	11	8	11

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Commission on Population and Development																				
thirty-seventh session, 22-26 March 2004	10	0	2	8	0	0	1.40/0.00	80	80	74	74	100	86	100	0	14	0	0	0	0
thirty-sixth session, 31 March-4 April 2003	10	0	3	7	1	1	1.15/3.20	70	70	65	65	275	38	101	38	25	0	0	0	0
thirty-fifth session, 1-5 April 2002	10	0	3	7	0		2.05/5.45	70	70	44		470	0	0	0	0	40	0	60	0
General Assembly, Second Committee																				
fifty-ninth session, 2004	55	2	16	41	8	1	9.05/13.20	75	67	73	61	1 345	20	47	10	17	3	17	13	20
fifty-eighth session, 2003	72	7	25	54	7	2	15.40/18.55	75	56	63	56	2 075	N/A							
fifty-seventh session, 2002	85	0	29	56	9		12.00/9.40	66	66	68		1 300	N/A							
General Assembly, First Committee																				
fifty-ninth session, plenary 2004	27	1	3	25	0	0	6.00/8.50	89	89	71	71	890	41	47	2	4	8	0	6	39
fifty-eighth session, plenary 2003	28	0	3	25	3	0	4.42/14.25	89	89	78	67	1 120	N/A							
fifty-seventh session, plenary 2002	31	1	6	26	1		4.15/22.05	84	77	57		1 580	N/A							
Commission for Social Development																				
forty-second session, 4-13 February 2004	16	3	0	19	0	0	6.40/9.35	119	81	71	71	975	43	100	0	57	0	0	0	0
forty-first session, 10-21 February 2003	15	1	4	12	0	0	3.30/7.20	80	67	52	52	650	9	9	0	0	9	27	50	5
fortieth session, 11-21 February 2002	16	1	0	17	0		9.05/4.40	106	94	73		825	13	33	0	20	7	7	7	27

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
General Assembly, Third Committee																				
fifty-ninth session, 2004	66	0	12	54	5	0	16.30/22.35	82	82	70	62	2 345	27	55	13	15	12	12	3	18
fifty-eighth session, 2003	74	0	12	62	4	0	16.55/30.50	84	84	68	62	2 865	N/A							
fifty-seventh session, 2002	64	2	7	59	0		12.40/42.00	92	86	62		3 280	N/A							
UNICEF, Executive Board, first regular session																				
19-22 January 2004	8	0	1	7	0	N/A	0.55/3.50	88	88	68	N/A	285	25	75	50	0	25	0	0	0
13-17 January 2003	10	0	4	6	2	N/A	1.00/1.15	60	60	73	N/A	135	32	52	12	8	12	28	0	4
21-25 January 2002	8	0	1	7	0	N/A	1.30/2.35	88	88	70	N/A	245	65	74	9	0	0	0	1	25
UNDP/UNFPA, Executive Board, first regular session																				
27-30 January 2004	8	0	2	6	0	N/A	1.35/0.35	75	75	66	N/A	130	15	35	20	0	10	15	5	35
20-24 January 2003	10	0	2	8	1	N/A	3.00/3.50	80	80	67	N/A	410	7	10	0	3	14	7	21	34
28 January-8 February 2002	20	0	7	13	5	N/A	2.35/9.10	65	65	70	N/A	705	14	26	9	3	0	24	18	13
UNICEF, Executive Board, second regular session																				
13-17 September 2004	10	0	2	8	0	N/A	2.35/1.50	80	80	65	N/A	265	8	54	21	25	25	13	0	8
15-19 September 2003	10	0	1	9	0	N/A	1.50/3.10	90	90	73	N/A	300	0	44	0	44	22	0	11	22
16-20 September 2002	10	0	3	7	2	N/A	1.15/0.30	70	70	84	N/A	105	13	51	13	25	5	8	10	25
Special Committee on Peacekeeping Operations and its Working Group																				
29 March-23 April 2004	38	0	15	23	6	0	4.20/8.00	61	61	65	50	740	N/A							
27 February-28 March 2003	44	0	19	25	5	2	4.50/11.05	57	57	56	49	955	N/A							
11 February-8 March 2002	36	0	4	32	1		6.50/24.05	89	89	63		1 855	N/A							

	A	B	C	D	E	*	F	MR	PAF	UF	**	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee on Information																				
twenty-sixth session, 26 April-7 May 2004	19	0	8	11	3	N/A	5.25/5.40	58	58	54	N/A	665	40	100	40	20	0	0	0	0
twenty-fifth session, 28 April-9 May 2003	20	0	10	10	5	N/A	2.55/6.30	50	50	59	N/A	565	20	60	20	20	40	0	0	0
twenty-fourth session, 22 April-2 May 2002	18	0	6	12	3	N/A	4.25/15.30	67	67	46	N/A	1 195	57	85	14	14	0	0	0	0
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization																				
29 March-8 April 2004	17	1	9	9	3	N/A	2.25/4.50	53	41	53	N/A	435	0	0	0	0	0	0	100	0
7-17 April 2003	16	2	8	10	6	N/A	2.35/4.05	63	38	77	N/A	400	0	0	0	0	0	0	0	100
18-28 March 2002	18	0	8	10	7	N/A	2.00/5.05	56	56	81	N/A	425	100	100	0	0	0	0	0	0
Economic and Social Council, resumed organizational session																				
4-5 May 2004	4	0	2	2	0	0	0.20/3.10	50	50	21	21	210	0	0	0	0	40	0	0	60
29 April and 1 May 2003	5	0	2	3	0	0	0.25/0.30	60	60	54	54	50	41	47	0	6	0	18	12	24
29-30 April 2002	4	1	1	4	0		1.25/3.45	100	50	46		310	32	57	3	22	5	0	5	27

* Related reassignments.

** UF, counting related reassignments only.

B. Geneva

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6wks	CI 4wks	A/ Issued by end of week 6	5	4	3	2	1
Economic and Social Council — Subcommittee of Experts on the Transport of Dangerous Goods																		
5-14 July 2004	15	0	0	15	0	0.15/0.25	100	100	99	40	57	83	14	12	12	6	0	0
29 November-7 December 2004	13	0	0	13	0	0.30/1.00	100	100	96	90	53	98	29	16	0	0	0	0
30 June-4 July 2003	10	0	1	9	0	0.15/0.30	100	100	88	45	37	74	22	15	15	0	0	0
3-10 December 2003	11	0	0	11	0	0.00/3.40	100	100	89	220	9	95	43	43	4	0	0	0
1-10 July 2002	15	0	0	15	0	0.15/1.10	100	100	97	85	14	25	0	11	16	48	5	0
2-6 December 2002	8	0	0	8	0	0.15/1.15	100	100	94	90	4	34	0	30	0	57	9	0
Committee on the Rights of the Child																		
thirty-sixth session, 17 May-4 June 2004	26	0	0	26	0	1.30/0.55	100	100	97	145	53	65	6	6	0	12	12	6
thirty-third session, 19 May-6 June 2003	28	0	1	27	0	0.35/2.45	96	96	92	200	61	72	0	11	0	6	11	0
thirtieth session, 21 May-7 June 2002	28	0	0	28	0	3.05/3.30	100	100	92	395	0	25	0	25	25	25	0	0
International Law Commission																		
fifty-sixth session (first part), 3 May-4 June 2004	37	0	0	37	0	1.15/3.35	100	100	96	290	0	0	0	0	0	0	0	0
fifty-sixth session (second part), 5 July-6 August 2004	35	0	1	34	0	0.25/2.10	97	97	95	155	0	0	0	0	0	0	50	50
fifty-fifth session (first part), 5 May-6 June 2003	36	0	0	36	0	0.50/3.15	100	100	96	245	0	0	0	0	100	0	0	0
fifty-fifth session (second part), 7 July-8 August 2003	39	0	0	39	0	0.50/0.15	100	100	99	65	0	0	0	0	0	0	0	0
fifty-fourth session (first part), 29 April-7 May 2002	44	0	0	44	0	2.35/7.10	100	100	93	585	0	20	20	0	0	0	40	0
fifty-fourth session (second part), 22 July-16 August 2002	32	0	2	30	0	2.35/6.20	94	94	84	535	0	0	0	0	0	0	50	50

	A	B	C	D	E	F	MR	P&F	UF	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee on the Elimination of Racial Discrimination																		
sixty-fifth session, 2-20 August 2004	30	0	0	30	0	4.25/0.10	100	100	95	275	28	31	0	3	0	19	44	0
sixty-third session, 4-22 August 2003	30	0	0	30	0	4.15/3.30	100	100	91	465	15	19	2	2	36	9	30	4
sixty-first session, 5-23 August 2002	30	0	0	30	0	6.05/2.50	100	100	90	535	55	59	2	2	0	8	25	8
Committee against Torture																		
thirty-second session, 3-21 May 2004	28	0	0	28	0	4.05/2.05	100	100	93	370	39	43	0	4	17	9	17	4
thirtieth session, 28 April-16 May 2003	30	0	3	27	0	3.45/11.50	90	90	73	935	56	60	0	4	22	11	4	0
twenty-eighth session, 29 April-17 May 2002	38	0	2	36	0	3.10/6.30	95	95	86	580	42	57	0	15	8	0	19	8
twenty-sixth session, 30 April-18 May 2001	30	0	2	28	0	4.10/5.20	93	93	83	570	28	35	5	2	2	0	7	19
Commission on Human Rights																		
sixtieth session, 15 March-23 April 2004	56	11	2	65	0	3.55/5.35	116	77	92	570	38	48	4	6	8	6	17	13
fifty-ninth session, 17 March-25 April 2003	62	2	0	64	0	5.50/2.05	103	97	96	475	42	58	7	9	7	7	4	7
fifty-eighth session, 18 March-26 April 2002	56	11	1	66	0	11.15/3.50	118	79	91	905	37	44	5	2	3	7	5	8
Committee on the Elimination of Racial Discrimination																		
sixty-fourth session, 23 February-12 March 2004	30	0	0	30	0	5.00/1.55	100	100	92	415	79	86	0	7	0	0	14	0
sixty-second session, 3-21 March 2003	30	0	0	30	0	5.05/1.35	100	100	93	400	63	71	0	8	0	0	8	17
sixtieth session, 4-22 March 2002	30	0	0	30	0	4.25/0.40	100	100	94	305	38	44	3	3	50	0	0	0

	A	B	C	D	E	F	MR	P4F	UF	Minutes	Cl. Books	Cl. Books	Al. Issued by end of week 6	5	4	3	2	1
Human Rights Committee																		
eighty-first session, 5-30 July 2004	40	0	1	39	0	3.20/3.35	98	98	92	415	17	23	9	6	11	9	6	23
seventy-eighth session, 14 July-8 August 2003	38	0	2	36	0	3.05/2.35	95	95	90	340	27	37	5	5	41	0	5	14
seventy-fifth session, 8-26 July 2002	30	0	1	29	0	3.00/1.55	97	97	91	295	5	20	12	3	3	12	13	35
Human Rights Committee																		
eighty-second session, 18 October-5 November 2004	30	0	1	29	0	2.35/2.40	97	97	91	315	38	53	10	5	5	10	0	14
seventy-ninth session, 20 October-7 November 2003	30	0	1	29	0	2.30/4.30	97	97	80	420	35	45	5	5	0	5	25	20
seventy-sixth session, 14 October-1 November 2002	30	0	1	29	0	3.35/2.40	97	97	90	375	8	16	5	3	13	15	21	21
Committee against Torture																		
thirty-third session, 15-26 November 2004	20	0	1	19	0	1.55/0.35	95	95	91	150	42	42	0	0	0	8	0	33
thirty-first session, 10-21 November 2003	20	0	2	18	0	2.15/2.00	90	90	83	255	80	80	0	0	0	10	0	10
twenty-ninth session, 11-22 November 2002	20	0	2	18	0	1.30/2.00	90	90	84	210	50	84	17	17	17	0	0	0
Committee on the Rights of the Child																		
thirty-fifth session, 12-30 January 2004	30	0	1	29	0	2.30/4.05	97	97	89	395	85	93	0	8	0	0	0	8
thirty-second session, 13-31 January 2003	30	0	3	27	0	1.20/3.25	90	90	85	285	71	71	0	0	0	6	0	12
twenty-ninth session, 14 January-1 February 2002	30	0	3	27	0	2.55/1.35	90	90	85	270	65	82	4	13	0	0	0	9

	A	B	C	D	E	F	MS	PAI	UF	Minutes	CI links	CI links	AI issued by end of week 6	5	4	3	2	1
Committee on Economic, Social and Cultural Rights																		
thirty-second session, 26 April-14 May 2004	30	0	1	29	0	4.50/2.55	97	97	88	465	100	100	0	0	0	0	0	0
thirtieth session, 5-23 May 2003	30	0	1	29	0	4.25/9.00	97	97	82	805	77	93	8	8	0	0	8	0
twenty-eighth session, 29 April-17 May 2002	28	0	1	27	0	3.10/2.05	96	96	90	315	52	62	0	10	3	10	13	0
Subcommission on the Promotion and Protection of Human Rights																		
fifty-sixth session, 26 July-13 August 2004	30	0	1	29	0	4.25/4.35	97	97	87	540	24	40	8	8	12	10	12	12
fifty-fifth session, 28 July-15 August 2003	30	3	2	29	0	3.40/2.25	104	82	88	365	33	47	2	12	2	13	4	15
fifty-fourth session, 29 July-16 August 2002	30	0	0	30	0	7.10/3.05	100	100	89	615	11	30	3	16	27	14	11	5
Subcommission on the Promotion and Protection of Human Rights — Working Group on Indigenous Populations																		
twenty-second session, 19-23 July 2004	10	0	0	10	0	3.15/0.40	100	100	87	235	40	40	0	0	30	10	0	20
twenty-first session, 21-25 July 2003	10	0	0	10	0	2.35/1.30	100	100	86	245	20	60	0	40	33	0	7	0
twentieth session, 22-26 July 2002	10	0	0	10	0	1.45/4.05	100	100	81	350	71	71	0	0	29	0	0	0
Committee on Economic, Social and Cultural Rights																		
thirty-third session, 8-26 November 2004	28	0	1	27	0	4.35/4.05	96	96	86	520	86	100	0	14	0	0	0	0
thirty-first session, 10-28 November 2003	28	0	1	27	0	2.15/1.20	96	96	92	215	54	69	0	15	15	15	0	0
twenty-ninth session, 11-29 November 2002	30	0	1	29	0	5.35/6.20	97	97	83	715	79	95	11	5	0	0	0	0

	A	B	C	D	E	F	MS	PAE	UF	Minutes	CD Weeks	CT Weeks	All Issued by end of week 6	5	4	3	2	1
Committee on the Rights of the Child																		
thirty-seventh session, 13 September-1 October 2004	30	0	2	28	0	2.10/4.25	93	93	86	395	44	63	13	6	0	19	19	0
thirty-fourth session, 15 September-3 October 2003	30	0	2	28	0	2.00/2.00	93	93	89	240	56	69	0	13	0	6	6	19
thirty-first session, 16 September-4 October 2002	30	0	3	27	0	2.55/1.35	90	90	85	270	50	82	18	14	0	0	9	5
United Nations Conference on Trade and Development (UNCTAD), Trade and Development Board																		
fifty-first session, 4-15 October 2004	20	0	0	20	0	4.55/5.35	100	100	83	630	7	34	7	20	0	0	40	20
fiftieth session, 6-17 November 2003	20	0	0	20	0	5.05/5.10	100	100	83	615	18	42	12	12	12	0	6	18
forty-ninth session, 7-18 October 2002	20	0	0	20	0	7.25/6.30	100	100	77	835	100	100	0	0	0	0	0	0
Executive Committee of the High Commissioner's Programme, Office of the United Nations High Commissioner for Refugees																		
fifty-fifth session, 4-8 October 2004	10	0	1	9	0	1.25/3.05	90	90	75	270	36	36	0	0	0	14	14	14
fifty-fourth session, 29 September-3 October 2003	10	0	1	9	0	2.40/1.15	90	90	77	235	0	33	0	33	17	50	0	0
fifty-third session, 30 September-4 October 2002	10	0	1	9	0	2.10/1.20	90	90	78	210	0	0	0	0	0	20	0	20

C. Vienna

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI fasks	CI fasks	AI issued by end of week 6	5	4	3	2	1
International Narcotics Control Board																		
eightieth session, 17-28 May 2004	20	0	0	20	0	0.40/0.30	100	100	98	70	3	10	0	0	13	15	8	15
seventy-seventh session, 26 May-6 June 2003	20	0	0	20	0	0.10/0.25	100	100	99	35	6	10	2	2	23	15	11	19
seventy-fourth session, 6-17 May 2002	20	0	0	20	0	1.30/0.25	100	100	97	115	0	5	5	0	30	30	13	9
International Narcotics Control Board																		
eighty-first session, 27 October-11 November 2004	24	0	0	24	0	0.65/0.15	100	100	98	80	4	7	2	0	13	9	4	28
seventy-eighth session, 29 October-14 November 2003	26	0	0	26	0	0.50/0.30	100	100	98	80	6	12	0	6	0	19	15	17
seventy-fifth session, 30 October-15 November 2002	26	0	0	26	0	0.25/0.05	100	100	99	30	12	22	3	7	12	11	10	9
United Nations Scientific Committee on the Effects of Atomic Radiation (UNSCEAR)																		
fifty-second session, 26-30 April 2004	10	0	0	10	0	0.15/2.45	100	100	94	100	31	62	8	23	0	8	8	23
fifty-first session, 27-31 January 2003	10	0	0	10	0	0.40/2.50	100	100	88	210	100	100	0	0	0	0	0	0
no meetings 2002																		
fiftieth session, 23-27 April 2001	10	0	2	8	0	0.15/3.50	80	80	66	245	0	11	0	11	0	67	0	11
Committee on the Peaceful Uses of Outer Space																		
forty-seventh session, 2-11 June 2004	16	0	0	16	0	2.20/0.40	100	100	94	100	7	7	0	0	0	0	21	21
forty-sixth session, 11-20 June 2003	16	0	1	15	0	4.20/5.00	94	94	74	560	16	32	0	16	16	0	16	0
forty-fifth session, 5-14 June 2002	16	0	0	16	0	3.40/11.00	100	100	69	880	47	53	0	6	6	0	0	17
forty-fourth session, 6-15 June 2001	16	0	1	15	0	3.00/9.10	94	94	69	730	15	25	0	10	0	0	15	60

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Commission on Crime Prevention and Criminal Justice																		
thirteenth session, 11-20 May 2004	16	0	0	16	0	5.20/0.05	100	100	89	325	1	25	13	11	6	6	23	12
twelfth session, 13-22 May 2003	16	0	0	16	0	4.00/2.50	100	100	86	410	14	42	9	19	23	16	12	5
eleventh session, 16-25 April 2002	16	0	0	16	0	1.40/4.20	100	100	88	360	11	22	11	0	22	16	15	25
Commission on Narcotic Drugs																		
forty-seventh session, 15-19 March 2004	10	0	0	10	0	2.40/0.50	100	100	88	210	26	59	22	11	11	8	8	4
forty-sixth session, 8-15 April 2003	12	0	0	12	0	3.50/0.00	100	100	91	185	34	73	18	21	9	9	5	0
forty-fifth session, 11-15 March 2002	10	1	0	11	0	4.15/0.30	110	90	86	285	43	89	26	20	0	7	4	0
UNCITRAL — Working Group on Arbitration																		
forty-first session, 13-17 September 2004	10	0	0	10	0	1.55/2.35	100	100	85	270	0	33	33	0	33	33	0	0
fortieth session, 23-27 February 2004 (New York)	10	0	0	10	0	3.10/3.30	100	100	78	400	21	22	0	0	0	0	0	78
thirty-ninth session, 10-14 November 2003	10	0	0	10	0	2.10/1.30	100	100	88	220	50	50	0	0	0	0	0	50
thirty-sixth session, 4-8 March 2002 (New York)	10	0	0	10	0	2.26/1.10	100	100	88	210	0	0	0	0	0	0	0	100
Committee on the Peaceful Uses of Outer Space, Legal Subcommittee																		
forty-third session, 29 March-8 April 2004	18	0	0	18	0	4.40/4.35	100	100	83	550	8	17	8	0	8	8	8	17
forty-second session, 24 March-4 April 2003	20	0	0	20	0	6.30/7.10	100	100	77	820	22	55	22	11	0	0	11	11
forty-first session, 2-12 April 2002	18	0	0	18	0	5.10/11.30	100	100	69	1 000	29	45	14	2	17	19	2	5

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 4wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee on the Peaceful Uses of Outer Space — Scientific and Technical Subcommittee																		
forty-first session, 16-27 February 2004	20	0	1	19	0	3.15/5.05	95	95	81	500	22	38	16	0	16	6	9	9
fortieth session, 17-28 February 2003	20	0	1	19	0	2.30/9.40	95	95	75	730	9	50	18	23	9	9	4	9
thirty-ninth session, 25 February-8 March 2002	20	0	1	19	0	2.20/7.40	95	95	78	600	0	18	0	18	9	27	0	9
thirty-eighth session, 12-23 February 2001	20	0	1	19	0	2.00/4.50	95	95	84	410	25	33	8	0	0	4	17	4
Commission on Narcotic Drugs, Committee of the Whole																		
forty-seventh session, 15-18 March 2004	8	0	0	8	0	2.35/3.20	100	100	75	355	N/A							
forty-sixth session, 9-14 April 2003	8	0	0	8	0	4.00/1.10	100	100	78	310	N/A							
forty-fifth session, 11-14 March 2002	8	0	0	8	0	1.00/2.25	100	100	86	205	N/A							

* UF credited to New York

D. Nairobi

	A	B	C	D	E	F	MR	PAF	UF	Minutes	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee of Permanent Representatives of the United Nations Environment Programme (UNEP)																		
2004	4	0	0	4	0	0	100	100	100	0	N/A							
2003	4	0	0	4	0	0	100	100	100	0	N/A							
2002	4	1	1	4	0	0	100	50	80	0	N/A							
Committee of Permanent Representatives of UN-Habitat																		
2004	4	0	0	4	0	0	100	100	100	0	N/A							
2003	5	0	1	4	0	0	80	80	80	0	N/A							
2002	5	2	0	7	0	0	140	60	100	0	N/A							
United Nations Environment Programme (UNEP), Governing Council																		
special session (meeting to 2004)	12	0	0	12	0	1.25	100	100	96	85	45	72	25	2	5	15	3	0
special session, 12-15 February 2002	14	0	0	14	0	0	100	100	100	0	38	99	61	0	0	6	18	0
special session, 29-31 May 2000	4	0	0	4	0	0	100	100	100	0	60	120	60	0	0	0	0	0

Annex II

Statistics on the provision of conference services for meetings of regional and other major groupings of Member States at the four duty stations

(May 2004 to April 2005 and calendar year 2004)

A. May 2004 to April 2005

Grouping	*Meetings with interpretation services*			*Meetings without interpretation services*	
	Requested	*Provided*	*Not provided*	*Requested*	*Provided*
New York					
African Group	22	21	1	27	27
African Union	7	4	3	84	84
Alliance of Small Island States	11	10	1	2	2
Arab Group/**League of Arab States**	7	6	1	43	43
Asian Group	15	10	5	7	7
Association of South-East Asian Nations	3	3	-	12	12
Black Sea Economic Cooperation Organization	0	0	0	1	1
Caribbean Community	-	-	-	1	1
Eastern European Group	-	-	-	18	18
Economic Community of Central African States	-	-	-	3	3
Economic Community of West African States	1	-	1	0	0
European Union	-	-	-	3	3
Group of 15	1	1	-	-	-
Group of 77	46	39	7	515	515
Group of Landlocked and Developing Countries	7	4	3	1	1
Group of the Least Developed Countries	13	8	5	3	3
JUSCANZ (Japan, United States, Canada and New Zealand)	-	-	-	47	47
Latin American and Caribbean States	19	15	4	3	3
Non-Aligned Movement	21	17	4	69	69
Organization of the Islamic Conference	16	12	4	18	18
Rio Group	3	3	-	-	-
Southern African Development Community	-	-	-	6	6
Western European and Other States Group	14	11	3	2	2
Subtotal	**206**	**164**	**42**	**865**	**865**

Grouping	Meetings with interpretation services			Meetings without interpretation services	
	Requested	*Provided*	*Not provided*	*Requested*	*Provided*
Geneva					
African Group	2	2	-	49	49
African Union	-	-	-	4	4
Association of South-East Asian Nations	-	-	-	1	1
Asian Group	1	1	-	39	39
Eastern European Group	-	-	-	26	26
European Union	1	1	-	19	19
Group of 15	3	3	-	12	12
Group of 21	12	12	-	-	-
Group of 77	2	2	-	11	11
Group of Latin American and Caribbean States	13	13	-	95	95
League of Arab States	-	-	-	34	34
Least Developed Countries	1	1	-	2	2
Non-Aligned Movement	-	-	-	9	9
Organization of the Islamic Conference	9	9	-	33	33
Western European and Other States Group	-	-	-	64	64
Subtotal	**44**	**44**	**-**	**398**	**398**
Vienna					
African Group	-	-	-	86	86
Arab Group	-	-	-	8	8
Asian Group	-	-	-	38	38
Association of South-East Asian Nations	-	-	-	1	1
European Union Coordination Group	-	-	-	78	78
Group of 77	-	-	-	52	52
Group of 8	-	-	-	5	5
Group of Latin American and Caribbean States	-	-	-	68	68
Nordic Countries	-	-	-	1	1
Réunion des pays ayant le français en partage	-	-	-	1	1
States from list D (Eastern European Group)	-	-	-	12	12
Western European and Other States Group	-	-	-	8	8
Other regional groups	-	-	-	36	36
Subtotal	**-**	**-**	**-**	**394**	**394**

Grouping	*Meetings with interpretation services*			*Meetings without interpretation services*	
	Requested	*Provided*	*Not provided*	*Requested*	*Provided*
Nairobi					
African China Conference	1	1	-	-	-
African Group	20	20	-	9	9
Arab Group	-	-	-	19	19
Asia and the Pacific Group	-	-	-	21	21
Eastern European Group	-	-	-	17	17
European Union	-	-	-	52	52
Group of 77 and China	-	-	-	53	53
JUSCANZ (Japan, United States, Canada and New Zealand)	-	-	-	19	19
Latin American and Caribbean States Group	7	7	-	27	27
Subcommittee meetings of the Permanent Representatives of UNEP and UN-Habitat	-	-	-	61	61
Western European and Other States Group	-	-	-	19	19
Subtotal	**28**	**28**	**-**	**297**	**297**
Grand total					
May 2004-April 2005	**278**	**236**	**42**	**1 954**	**1 954**
May 2003-April 2004	**328**	**295**	**33**	**1 513**	**1 513**
May 2002-April 2003	**290**	**267**	**23**	**1 593**	**1 593**

B. January-December 2004

Grouping	Meetings with interpretation services			Meetings without interpretation services	
	Requested	*Provided*	*Not provided*	*Requested*	*Provided*
New York					
African Group	18	18	0	34	34
African Group on Fifth Committee Matters	8	6	2	1	1
African Union	8	6	2	52	52
Alliance of Small Island States	19	18	1	6	6
Arab Group	6	6	0	5	5
Asian Group	16	13	3	5	5
Association of South-East Asian Nations	3	3	-	5	5
Black Sea Economic Cooperation Organization	-	-	-	1	1
Caribbean Community	-	-	-	1	1
Eastern European Group	-	-	-	19	19
Economic Community of Central African States	-	-	-	2	2
Economic Community of West African States	1	0	1	-	-
European Union	0	0	0	3	3
Group of 15	1	1	-	-	-
Group of 77	24	18	6	479	479
Group of 77 on Fifth Committee Matters	15	13	2	31	31
Group of Landlocked and Developing Countries	5	2	3	1	1
Group of the Least Developed Countries	19	14	5	4	4
JUSCANZ (Japan, United States, Canada and New Zealand)	-	-	-	57	57
Latin American and Caribbean States	23	18	5	2	2
Non-Aligned Movement	19	18	1	26	26
Organization of the Islamic Conference	20	15	5	16	16
Rio Group	3	3	-	-	-
South Asian Association for Regional Cooperation	-	-	-	1	1
Southern African Development Community	-	-	-	7	7
Western European and Other States Group	13	11	2	3	3
Subtotal	**221**	**183**	**38**	**761**	**761**

Grouping	Meetings with interpretation services			Meetings without interpretation services	
	Requested	Provided	Not provided	Requested	Provided
Geneva					
African Group	2	2	-	21	21
African Union	-	-	-	1	1
Association of South-East Asian Nations	-	-	-	1	1
Asian Group	1	1	-	31	31
Eastern European Group	-	-	-	14	14
Group B (UNCTAD — Western European Group)	-	-	-	8	8
Group of 15	11	11	-	16	16
Group of 77	4	4	-	19	19
Latin American and Caribbean States Group	11	11	-	76	76
League of Arab States	-	-	-	2	2
Least Developed Countries	1	1	-	2	2
Non-Aligned Movement	-	-	-	2	2
Organization of the Islamic Conference	11	11	-	16	16
Western European and Other States Group	-	-	-	32	32
Subtotal	**41**	**41**	**-**	**241**	**241**
Vienna					
African Group	-	-	-	85	85
Arab Group	-	-	-	4	4
Asian Group	-	-	-	38	38
Association of South-East Asian Nations	-	-	-	1	1
European Union	-	-	-	62	62
Group of 77	-	-	-	47	47
Group of 8	-	-	-	7	7
Group of Latin American and Caribbean States	-	-	-	60	60
Nordic Countries	-	-	-	1	1
States from list D (Eastern European Group)	-	-	-	16	16
Western European and Other States Group	-	-	-	12	12
Other regional groups	-	-	-	26	26
Subtotal	-	-	-	**359**	**359**

Grouping	Meetings with interpretation services			Meetings without interpretation services	
	Requested	*Provided*	*Not provided*	*Requested*	*Provided*
Nairobi					
African Group	11	11	-	19	19
Arab Group	-	-	-	19	19
Asian and the Pacific Group	-	-	-	18	18
Eastern European Group	-	-	-	11	11
European Union	-	-	-	40	40
Group of 77	-	-	-	24	24
JUSCANZ (Japan, United States, Canada and New Zealand)	-	-	-	15	15
Group of Latin American and Caribbean States	7	7	-	26	26
Western European and Other States Group	-	-	-	12	12
Subtotal	**18**	**18**	-	**184**	**184**
Grand total January-December 2004	**280**	**242**	**38**	**1 545**	**1 545**

Annex III

A. Requests for meetings during the sixtieth session of the General Assembly

1. Committee on the Exercise of the Inalienable Rights of the Palestinian People

Letter dated 8 June 2005 from the Chairman of the Committee

As you are aware, the General Assembly, by its resolution 59/28 of 1 December 2004, has again requested the Committee on the Exercise of the Inalienable Rights of the Palestinian People "to continue to keep under review the situation relating to the question of Palestine and to report and make suggestions to the General Assembly, the Security Council or the Secretary-General as appropriate". By the same resolution, the Assembly requested the Secretary-General "to continue to provide the Committee with all the necessary facilities for the performance of its tasks".

As the Committee has no control over the timing of the events that it is called upon to discuss, it needs to meet throughout the year, as circumstances require. Based on past experience, the Committee would request facilities for approximately three meetings per General Assembly session. These are in addition to the solemn meeting in observance of the International Day of Solidarity with the Palestinian People, which is included in each year's calendar.

With regard to the documentation submitted to the General Assembly, please be advised that the Committee submits its annual report (supplement No. 35) under the agenda item entitled "Question of Palestine". The Committee usually adopts its report in early October of each year, at which point it is submitted for processing.

In light of the above, I should like to request that authorization again be granted to the Committee on the Exercise of the Inalienable Rights of the Palestinian People to hold meetings during the forthcoming sixtieth session of the General Assembly, as necessary, for carrying out the important mandate entrusted to the Committee by the Assembly.

2. Committee on Relations with the Host Country

Letter dated 31 March 2005 from the Secretary of the Committee

As in previous years, I hereby submit a request that the Committee on Relations with the Host Country be permitted to meet at Headquarters during the sixtieth session of the General Assembly.

This request is based on the Committee's mandate, set out in General Assembly resolution 2819 (XXVI) of 15 December 1971, authorizing the Committee to meet periodically during the year or whenever the need arises. The Committee, since its establishment in 1971, has always met during the regular sessions of the Assembly in order to consider, among other things, problems experienced by delegations of Member States, to finalize its annual report and to present it to the General Assembly.

Pursuant to its resolution 59/42 of 16 December 2004, the Assembly requested the Committee to continue its work in conformity with resolution 2819 (XXVI) and to submit a report on its work to the Assembly at its sixtieth session. Having due regard to the nature of the Committee, its work and previous experiences, it would suffice to make the necessary conference facilities available for two or three meetings only.

3. Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East

Memorandum dated 10 June 2005 from the Secretary of the Working Group

In its resolution 59/119, paragraph 3, adopted at its fifty-ninth session, regarding the Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), the General Assembly requested the Secretary-General to provide the necessary services and assistance to the Working Group for the conduct of its work to ensure the financial security of the Agency.

In order to carry out its mandate, the Working Group needs the latest data with regard to the UNRWA budget, i.e. up-to-date information on the current budget and precise indications as to the needed revenue and the anticipated contributions for the next fiscal year. UNRWA is not in a position to supply the Working Group with this timely information any earlier than September/October 2005 and the Working Group cannot prepare its report to the sixtieth session without this important material.

In view of the obligation of the Working Group to submit its up-to-date report not later than the first half of October for consideration by the Special Political and Decolonization Committee and the General Assembly, little time is available for the few meetings of the Working Group and for the preparation of its report.

It would be very much appreciated if you could draw to the attention of the Committee on Conferences the request of the Working Group that it be authorized to meet during the first weeks of the sixtieth session of the General Assembly.

4. Executive Board of the United Nations Children's Fund

Letter dated 29 June 2005 from the Deputy Director, Office of the Secretary of the Board

We would be most grateful if you would, in accordance with the exception to paragraph 7 of General Assembly resolution 40/243, seek the approval of the Committee on Conferences for the Executive Board of the United Nations Children's Fund (UNICEF) to meet from 28 to 30 September 2005.

As is usual practice, UNICEF holds three Executive Board sessions per year as follows: (a) first regular session (January); (b) annual session (June); and (c) second regular session (September). We also have to bear in mind the scheduling of the sessions of the Executive Board of the United Nations Development Programme/United Nations Population Fund.

In view of the dates of the annual session and to ensure sufficient time for the preparation, translation and distribution of documents, our second regular session has been scheduled for September — and no later in the year — owing to the

General Assembly. While deciding on the timing, we have also taken into consideration other meetings scheduled this year in September.

5. **United Nations Disarmament Commission**

Memorandum dated 30 June 2005 from the Secretariat of the Commission

We would be most grateful if you would, in accordance with the exception to paragraph 7 of General Assembly resolution 40/243, seek the approval of the Committee on Conferences for the United Nations Disarmament Commission to meet for one meeting in November 2005.

The organizational session of the Commission, during the General Assembly, is justified by reasons of political practicality and reasons of membership. Both the First Committee and the Disarmament Commission are concerned with the same disarmament agenda and participating Member States are represented by the same delegations, almost half of which come from the Geneva-based Conference on Disarmament.

The presence of disarmament ambassadors during the work of the First Committee presents a unique opportunity to discuss and solve not only organizational issues, but also substantive ones which require an intricate knowledge of international disarmament machinery as well as of substance.

6. **Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories**

Letter dated 9 June 2005 from the Secretary of the Committee

This is a request for an exception to paragraph 7 of General Assembly resolution 40/243, to hold a working session for one afternoon during the week when the Special Political and Decolonization (Fourth) Committee considers the issue of Palestine and when the Chairman of the Special Committee is to present its report.

The reason for holding such a meeting in New York is that it will allow Committee members to review its work and to have an exchange of views on steps to be taken during the months preceding its Geneva consultations and ensuing field trip to the Middle East.

B. Statistical information

The table below refers to meetings with interpretation held during the main part of the fifty-ninth session of the General Assembly by the bodies listed above.

Body	Number of meetings held	Minutes lost		
		Late starting	Early ending	Total minutes lost
1. Committee on the Exercise of the Inalienable Rights of the Palestinian People	8	70	85	155
2. Committee on Relations with the Host Country	1	25	120	145
3. Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	1	15	30	45
4. United Nations Children's Fund	11	195	325	520
5. United Nations Disarmament Commission	1	15	125	140
6. Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories	1	5	–	5